

Fiscal and Contracts Manager

Salary: \$5,550-\$6,500 per month, DOQ plus benefits

Location: Tacoma, WA – Center for Urban Waters

Opens: October 21, 2010

Closes: Open until filled

This position reports to the Finance Director of the Partnership and will assist with the implementation of our mission by overseeing and implementing the Partnership's finance related tasks including contracts, and grants management, as well as expenditure and allotment tracking. The position will also assist in financial analysis related to Action Agenda implementation.

VISION

Puget Sound is a healthy, sustainable ecosystem that supports the prosperity of present and future generations.

MISSION

To lead a science based, results driven, publicly embraced partnership to implement the Action Agenda for the restoration and protection of Puget Sound.

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must successfully engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage individuals and groups throughout the region in the stewardship and recovery of Puget Sound. More information on the Partnership is available at our web site: www.psp.wa.gov.

POSITION OVERVIEW AND GOALS

The Fiscal and Contracts Manager will play a critical role in the day-to-day fiscal operations of the Puget Sound Partnership. The manager will oversee and conduct daily accounting, budgeting, accounts payable in accordance with Generally Accepted Accounting Principles (GAAP), will oversee the Partnership's governmental contract and grant administration and provide fiscal analysis and support related to the Action Agenda. This position manages and supports a Fiscal and Contracts Coordinator position.

PRINCIPAL RESPONSIBILITIES

- Responsible to assist the Director of Finance in tracking and projecting agency expenditures and budgets.
- Acts as agency liaison to the Office of Financial Management (OFM) Small Agency Client Services (SACs) for accounting and allotment issues.
- Supervises the development of financial reviews and analysis of fiscal data, and the processes associated with grants or contracts in accordance with GAAP and the Statewide Administrative and Accounting Manual (SAAM).
- Independently plans, coordinates and conducts reviews of agency fiscal policies and procedures, including reviews of comprehensive fiscal or manual accounting systems in accordance with GAAP, statutes or regulations.
- Reviews, analyzes and prepares Legislative Fiscal Notes. Assists in preparation of agency budget requests.
- Oversees and conducts grant and contract administration, including establishing terms and conditions and reasonable cost levels. Coordinating the bid evaluation process in collaboration with contract/grant managers who are who have direct responsibility for contract management.

- Support contract managers to ensure that all contract and grant files are properly maintained. Maintains and monitors grant and contract budgets to ensure that contract managers have adequate information regarding resources and deliverables; supports the Director of Finance to ensure compliance with agency grant and/or contract requirements.
- Provides progress reports and appropriate deadlines to contract/grant managers. Administers grants/cooperative agreements with state and federal agencies.
- Responsible to ensure that agency staff regular training regarding their responsibilities as managers of contracts and grants manage.
- Assist the Director of Finance in preparing statutorily required Partnership reports including State of the Sound, and Biennial Cost Estimate to Implement the Action Agenda.
- Works with PSP performance analyst to track agency expenditures related to implementing the Action Agenda. Assists the Director of Finance to support quarterly management team budget and performance reviews.
- Other financial analysis as needed.

DIVISION OF RESPONSIBILITIES

- Budget and Accounting (40%)
- Contracts and Grants (30%)
- Fiscal Analysis (20%)
- Supervision of staff (10%)

KNOWLEDGE, SKILLS and ABILITIES

All candidates must demonstrate knowledge, skills and abilities in the following areas:

- Demonstrated analytic skills.
- Generally Accepted Accounting Principles (GAAP).
- Preparing fiscal analyses and budget recommendations.
- Tracking, reporting and projecting agency budget, allotments and expenditures.
- Experience in using and developing FASTTRACK reports.
- Performing specialized accounting activities in an accounts payable or receivable system.
- Interpreting and applying state and federal fiscal policies.
- Assisting in preparation of financial disclosure forms and federal assistance reports.
- Assisting in development of biennial and supplemental budget requests.
- Assisting in developing agency fiscal notes.
- Monitoring, reviewing and auditing the accounting or fiscal aspects of contracts or grants to ensure contractual and fiscal compliance.
- Analyzing and responding to questions regarding compliance with fiscal or contract administrative requirements.
- Experience with complex contracts, interagency agreements, leases and letters of understanding to provide or obtain services or goods for the agency, including technical contract support activities such as contract cost/price analysis, contract compliance administration or contract property administration.
- Managing agency compliance/preparation for RFP/RFQ, or other competitive solicitations, in accordance with OFM regulations.
- Reviewing and prepares recommendations for budgetary actions facilitating grant and contract awards.
- Experience in administering federal grant agreements, particularly those with the U.S. Environmental Protection Agency.
- Excellent oral and written communications skills.
- Demonstrated ability to maintain confidentiality in a team environment.
- Demonstrated ability to produce results and maintain relationships in stressful situations.
- Work effectively with senior managers outside of a direct reporting relationship.

DESIRABLE EDUCATION AND EXPERIENCE

The successful candidate will have:

A minimum of an Associates degree, Bachelor's degree preferred, and five to seven years of relevant professional experience. Additional relevant professional experience may be substituted for the Bachelor's degree but not usually for the credit hours.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Account can be substituted for professional experience.

Graduate level degrees or course work in public administration, business administration, public policy or closely allied field.

COMPENSATION

Salary is dependent on experience, not to exceed \$78,000.00 annually. This position serves at the pleasure of the Executive Director. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to www.hca.wa.gov for health benefit information and www.drs.wa.gov for retirement benefit information.

APPLICATION PROCESS

Electronic submittals are encouraged (in PDF format). Please send your complete information to: applications@psp.wa.gov and reference *Fiscal and Contracts Manager* in the subject line. If electronic submission is not an option, please send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with current contact information. Please send your complete information to:

Jennifer Eberle
Puget Sound Partnership
326 East D Street
Tacoma, WA 98421

Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. If you need additional information please call 360.464.1231.

Application Deadline: This recruitment is open until filled. We reserve the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible. By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. The Partnership may hire only those who are legally authorized to work in the United States.

The Puget Sound Partnership is an Equal Opportunity Employer. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.